

Internal Management Review Team
Inventory/ Fleet Management Checklist
Revised 11/20/2012

Inventory Control

1. Check Annual Inventory Report (for last physical year) and make sure they have signed copies for their records and these are in Laserfiche .
2. Is proper paperwork for transfers, additions, deletions, sales, missing items, etc. being forwarded to your Property Manager?
3. Determine whether the unit documents inventory items that are used out of town or in a vehicle, being repaired, or on loan. These documents should also be in Laserfiche.
4. Is idle equipment (both inventory and non-inventory) being disposed in a proper manner?
5. Insure that the Employee Out-Processing Checklist (AG-442)has been completed for each terminating or retiring A&M AgriLife employee.

Physical Inventory

1. Are inventory numbers permanently affixed to all inventory items?
2. Spot check approximately 10% of units inventory for inventory tags, serial numbers, description and locations.

Annual Deferred Maintenance Request (Off Campus Sites Only)

A copy of this request per, Memo dated May 24, 2011, must be on file at the center. This will be checked during the review.

Fleet Management

1. Check Vehicle Mileage Logs for proper completion and put into Laserfiche. The instructions for proper completion are on the inside of the front cover of your mileage log. Note: You do need to list a purpose for each trip and the number of passengers even if it is zero.

2. Check vehicle inspection, repair, and maintenance records and insure that they have been put in Laserfiche and maintained for a year after disposal of the vehicle.
3. Check entries into the State fleet Management Module (Agile Assets) for timeliness and completeness accuracy of information entered.
4. Check vehicles for inventory tags and determine if vehicle identification numbers and license plates match that inventory number. Also check vehicle for proper (Agrilife) decals and if vehicle is in service and in good shape.
5. Check each vehicle to insure that the System Auto Liability Plan Certificate (revised 10.01.2011) and the AG Financial Responsibility Letter (02.03.2012) is in the vehicle. These forms should be in the vehicle at all times.